

Agenda

VA LMS End User Basic Training Call

Moderators: John Wolke, Jamie Owen, Jill James

InsideLMS Orientation

- Web site location
- VA LMS information, news, log on to the VA LMS
- Locate your local VA LMS Administrator
- Locate End User training in three separate formats: tutorial, reference guide, and job aid
- Locate the VA LMS Help Desk information

VA LMS End User Basic Training

Accessing the VA LMS

- New user log-in
- Changing your password
- Creating a security question and answer
- Return user log-in
- Logging out of the VA LMS

Navigating the VA LMS

- Upper menu overview
- Main menu and sub-menu overview

Managing your personal account

- Updating personal profile information
- Viewing your learning history
- Revisiting course content after completion
- Printing your completion certificate
- Personal training report

Additional Topics

Viewing your Learning Plan
Viewing Item Details
VA Privacy Awareness training

Total 90 minutes